



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES
ELKO BRANCH OFFICE**

1250 Lamoille Hwy., Bldg. 10, Ste. 1047

Elko, Nevada 89803

(775) 753-3553 • Fax (775) 753-9483

<http://water.nv.gov>

**Water Commissioner, Humboldt Water District
Non-Classified Position
PCN 0004**

This position is located in Elko, Nevada, and is predominantly a field position that will require approximately 10 percent overnight travel. Duties include distribution of irrigation and stock water in accordance with the Humboldt River Decree, measurement of surface water flows, measurement of groundwater levels, assisting in annual crop and pumpage inventories and operation and maintenance of South Fork Dam. Training will be provided by the Division of Water Resources' staff and an operator certification at South Fork dam will be required. The position reports to the Supervising Water Commissioner in Elko.

The position requires the ability to lift a minimum of 60 lbs, walk considerable distances in rugged terrain, work in inclement weather conditions, safely operate a 4 WD vehicle, perform light construction and maintenance duties, operate a personal computer and read topographic maps. A customer-service oriented attitude and ability to work alone are essential. Training or education in surveying, use of global positioning system (GPS) devices and natural resource management is desirable.

Education and Experience:

- Graduation from high school or equivalent education.
- Two years of relevant work experience or an equivalent combination of education and experience is preferred.

Special Requirements:

- A pre-employment criminal history check and fingerprinting are required.
- A valid Nevada driver's license is required.

Approximate Annual Salary: This is a non-classified position and the salary range is \$35,997 to \$52,847. Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid only contribution plan is also available with a reduced gross salary. Also includes State of Nevada (PEBP) benefits package. Please note: Per Nevada State Senate Bill 505 of the 2011 Legislature, State of Nevada employees are required to take unpaid furlough leave.

To Apply: Submit a completed application and resume' in person or by mail to the Division of Water Resources, 1250 Lamoille Highway, Suite 1047, Elko, NV 89801.

Division of Water Resources
Application for Employment

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

Position Applying for: _____

Name: _____

Street Address: _____

City, State & Zip: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Preferred method of Contact: _____

Do you have a valid Nevada driver's license? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ No

Have you been convicted of a moving traffic violation in the last 5 years? ☐ Yes ☐ No

If yes to either question, please provide a statement below:

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Reason for Leaving:	Supervisor's Name, Title and Phone #:	
Primary Duties:		
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Reason for Leaving:	Supervisor's Name, Title and Phone #:	
Primary Duties:		

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Reason for Leaving:		Supervisor's Name, Title and Phone #:	
Primary Duties:			
Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Reason for Leaving:		Supervisor's Name, Title and Phone #:	
Primary Duties:			

PROFESSIONAL REFERENCES:

Name, Title:	Address:	Phone No.:

I certify that the information on this application and its supporting documents is accurate and complete.

Applicant Signature: _____ **Date:** _____